

Version: date **23/4/19**



The **Emmbrook** School

Behaviour Protocols

CONTENTS

	Page
School rules and expectation	2-5
Faculty / Subject sanction	6
Truancy and lateness	7
Mobile Phones / Headphones	8
In-class behaviour	9
Smoking /etc.	10
Swearing/derogatory language	10
'Ready to learn'	11
Energy drinks	12
Uniform infringement	12-15
Outside lesson behaviour	16

School Rules

The following are some of the main rules which must be adhered to:

1. Students should be in school by 8.20 a.m. in the morning at the latest in full school uniform or dress code, well presented and **ready to learn**. The only proviso is if the school bus which transports you to school is late.
2. Lateness and non-attendance, to school or lessons, will result in disciplinary action. The school day ends at 2.55 p.m. for most students (except those with period 6 lessons or involved in extra-curricular activity).
3. Students are responsible for ensuring they have the right equipment, materials and books for their learning. Failure to be adequately prepared for learning will result in appropriate disciplinary action.
4. Students must move around the school quietly and purposefully, without loitering between lessons or at the end of breaks. Failure to behave appropriately around the school will result in disciplinary penalties.
5. Smoking is not socially responsible and is not legal on the school site. Smoking will lead to the imposition of disciplinary action.
6. Under no circumstances are students to invite any member of the public to or near the school without seeking permission from the Headteacher.
7. Fire and emergency procedures are on display around the school. Students and others must ensure that they are aware of what to do if the fire alarm sounds. It is an offence under the law to set off a fire alarm falsely or interfere with fire safety equipment such as fire extinguishers, as to do so can cause serious injury or death to people using the building. Any student setting off the fire alarm when there is no fire or other emergency or interfering with or damaging fire safety equipment will be subject to disciplinary penalties, may be vulnerable to permanent exclusion and may be subject to criminal prosecution with a fine of up to £10,000.

8. *Lunch / Break Times*

- a. Students must queue at the correct time and in an orderly way where there is an expectation to queue (e.g. in the canteen facilities, when waiting to enter classrooms, in fire drills, etc.). Failure to behave appropriately in such circumstances will result in disciplinary action being imposed.
 - b. Students must take special care to behave courteously towards those in authority including Canteen Supervisors, Caretakers, Cleaners and other staff. Inappropriate behaviour or rudeness will incur disciplinary penalties.
 - c. Taking food or drink without paying for it will be treated as theft. Theft will result in disciplinary action.
 - d. Theft, criminal damage (including to school property and/or learning materials and/or student work) and any other crime may be reported to the Police and could result in arrest, caution, prosecution and/or permanent exclusion.
 - e. Having another person use a student's money or credit to pay for food or drink may be treated as bullying. Bullying will be addressed in accordance with the school's Anti-bullying Policy.
 - f. No food or drink is to be consumed anywhere other than in the designated areas (canteen or main hall). Disciplinary action will be applied where consumption occurs outside of designated areas. Bottled water may, however, be consumed throughout the school day.
 - g. Do not leave litter – please use the bins provided. Disciplinary penalties, including community service, will be imposed for littering.
 - h. Anti-social behaviours such as swearing, spitting, vandalism, graffiti, play-fighting, arguing, racist and homophobic language, smoking, etc. will not be tolerated and disciplinary action will be imposed.
 - i. Students in Year 7 – 11 must remain on school site at break/lunchtimes and sixth formers must abide by the equivalent restrictions that apply to them. Truancy at any time will incur disciplinary action and encouraging others to truant will incur additional sanctions.
9. Students must not go out of bounds on the school site. This means students must not exceed the designated area of the school field and students in Years 7-11 should not enter the boundaries of those areas designated for use by staff or sixth formers only.
10. Under no circumstances may 'Prohibited' or 'Banned items' be brought on or near the school site, on school trips, etc. or their procurement or transporting facilitated in any way. The school may impose a disciplinary penalty, including permanent exclusion, where a student does so.
11. Illegal behaviour will normally be sanctioned within the school as well as being reported to the police.

Other serious misbehaviour such as:

- a. being involved in gang behaviours inside or outside of the school, or acting in a way which supports such behaviour, or coercing or encouraging others to do so,
- b. possessing, using or providing weapons (including replica weapons), offensive weapons or coercing or encouraging others to do so,
- c. possessing, using, providing drugs or coercing or encouraging others to do so,
- d. humiliation (e.g. pulling down clothing) or coercing or encouraging others to do so,
- e. sexual misconduct at the school, elsewhere or on social media,
- f. Bullying and intimidation of others, or coercing or encouraging others to do so,
- g. interfering with religious clothing, or coercing or encouraging others to do so,
- h. making inappropriate allegations, or coercing or encouraging others to do so,
- i. damaging school property or premises, or coercing or encouraging others to do so,
- j. possessing, using or providing alcohol or drugs, or coercing or encouraging others to do so,
- k. possessing or providing illegal items (including those on the prohibited items list), or coercing or encouraging others to do so,
- l. Extortion or threats and persistent & defiant misbehaviour which affects the learning or safety of others, or coercing or encouraging others to do so, etc.
- m. Racist and homophobic abuse and insults

The list above are examples (not an exhaustive list) of poor behaviour, which may result in permanent exclusion from The Emmbrook School.

Lesson routines

Students are expected to follow these basic routines in class, plus any additional routines determined by the class teacher. The routines are displayed and used as reminders. All staff will expect the same basic standards of good behaviour in each class.

- Students must enter the classroom in a safe, calm, quiet and orderly fashion, in proper uniform or dress, well-presented and ready to learn. Mobile phones and headphones must not be visible.
- Students must, without challenge, sit in their allocated seating plan place, as determined by the teacher.
- Students must set out all the equipment, planner and books needed for the lesson on their desk and start learning as quickly as possible once they are seated (commencing any starter activity immediately).
- Students must safeguard the school's equipment and books to prevent damage.
- Students must be in proper uniform or dress code throughout, take off coats and outdoor clothing and put bags on the floor in a safe place where they do not represent a trip hazard (for example under the desk).
- Students must not lean the chair back on 2 legs, not sit on tables or desks, not put feet up on furniture or damage the classroom furniture or displays in any way.

- Students must be quiet whilst an accurate register is taken.
- Students must not have prohibited or banned items and must not eat, chew or drink (except water). Students must be respectful and co-operative at all times, to each other and to those in authority.
- Students should, when the teacher instructs, tidy the classroom, tuck in chairs and put any rubbish collected in the bin before leaving the classroom.
- Students must not leave the classroom earlier than the lesson changeover time/buzzer.
- Students should leave the class in a calm, quiet and orderly manner after having been dismissed by the teacher.

Beyond the classroom routines

Students are expected to follow these routines around the school site and respect the rules and expectations of each particular area of the school.

'Beyond the classroom' rules include:

- Keep your hands and feet to yourself at all times.
- Line up sensibly and quietly when required e.g. in eating areas, before lessons, at the bus stop, entering assemblies, etc.
- Walk safely in corridors and on staircases
- Do not go out of bounds.
- Speak politely without swearing around the school.
- Walk calmly in corridors at lesson changeover.
- Do not loiter on your way to lessons and arrive to lessons on-time.

FACULTY SANCTION

	Stage or Action	Response	Level
1	Student fails to attend break-time detention in subject area. Escalation...	Teacher informs parents; (recorded on SIMS with comment)	Teacher
2	Student fails to attend after-school detention in subject area. Escalation...	Teacher informs parents; (recorded on SIMS with comment); Teacher informs curriculum leader and Base.	Teacher
3	Student attends HT detention.	Base allocates student to next HT detention slot and informs main reception; reception add to SIMS (with comment); Base contact home; base inform year leader. Base maintain record of non-attendees Teacher escorts detainees to base at the end of P5 Base/YL register and supervise attendance (SIMS); Base/YL contacts home for all non-attendees for a meeting around non-cooperation as soon as possible;	Base
4	Student fails to attend HT detention x1. Escalation...	Base/YL copies SLT of meeting with parent (within 24 hours) and rearranges HT detention; consequences for non-attendance made clear;	Base / SLT
5	Student fails to attend HT detention x2 Meeting with HT/SLT (parent and student) Escalated sanction is now isolation	2nd failed HT detention triggers HT/SLT meeting. Base/YL to arrange urgent meeting with parent; base inform year leader	HT/SLT
6	Student fails to comply with isolation expectation. Escalation to FTE	FTE to be sanctioned by HT; reintegration meeting arranged by main office; SLT and HT to lead	HT

TRUANCY and LATENESS

	Stage or Action	Response	Level
1	Student arrives after register is closed (after 10 minutes) without apparent cause	Teacher records as 'L'; teacher informs base and z_office (safeguarding)	Teacher
2	Student does not arrive to lesson having been marked as present, previously (SIMS); no reason stated on SIMS	Teacher informs Base + z_office (safeguarding) + YL during lesson Base + attendance officer contact home a.s.a.p.	Base Attendance
2	Student leaves lesson (without permission) but returns within the lesson time;	Teacher informs Base + z_office (safeguarding) + YL Teacher contacts home; teacher informs curriculum leader and copies year leader; break-time detention, recorded on SIMS with comment	Teacher
3	Student truants from lesson (doesn't return), remains on school site	Teacher informs Base + z_office (safeguarding) + YL Base contacts home for meeting next day (safeguarding) and record on SIMS (meeting with DSL) Base places in HT detention; base inform year leader	Base
4	Student truants from lesson and wanders off site	Teacher informs Base + z_office (safeguarding) + YL Base contacts home to inform student missing and school action of 101 if not found within the hour (attendance officer) Base places in Isolation next day Base arranges meeting with parents; base inform year leader, recorded on SIMS; DSL completes Risk Assessment	Base

MOBILE PHONE

	Stage or Action	Response	Level
1	Teacher reminds all students of expectation at start of lesson; mobile phone / headphones away and out of sight (generic instruction)	Students place switched off mobile in bag; no further action	Teacher
2	Teacher warns individual student of consequence and last chance to put away mobile phone / headphones (warning)	Student places switched off mobile in bag; no further action, recorded on SIMS with comment	Teacher
3	Teacher on-calls student for defiance	Teacher emails base; base records and contacts home and agrees strategy, teacher records on SIMS, with comment. Student placed in HT detention for defiance; mobile phone confiscated for rest of day (Base)	Base
4	Continued misuse by student (e.g. 2 incidents in one day) Base instigate a 'mobile phone / headphone plan' with parents and further sanction as appropriate (e.g. isolation) Tutor/YL to inform Base of any persistent offenders	Base contacts parents to agree plan (e.g. handing phone to base at start of day); continued defiance for base to refer to isolation; base inform year leader	Base / SLT

IN-LESSON AND ON-CALL

	Stage or Action	Response	Level
1	Teacher welcomes student at door; reinforces expectations	Uniform check	Teacher
2	Teacher directs students against seating plan	Student does not engage – go to stage 6	Teacher
3	Low-level infringement (e.g. not paying attention) Teacher 'reminds' student of expectation	Teacher uses body language ('steer') to reinforce expectation; No need to record on SIMS	Teacher
4	Low level behaviour which disrupts learning	Teacher has a quiet word with student about continued behaviours; first warning	Teacher
5	Continued low level behaviour which disrupts learning	Second warning , recorded on SIMS, with comment	Teacher
6	Continued defiance	5 minute 'time out'; third warning leading to Break detention (subject), recorded on SIMS, with comment	Teacher/Base
7	on call	(standard) 'On-call' letter sent home (Base) and HT detention organised (Base) Teacher email base (and cc faculty lead/YL) to collect student; recorded on SIMS, with comment. Teacher informs parents (phone-call or email) about the incident Base organise RP with teacher within 24 hours.	Base
8	More than one on-call in one day	Base contact home for meeting a.s.a.p. (SLT and YL) Student remains in isolation for rest of day Pastoral support plan reviewed by SLT and YL	Base SLT

SMOKING

	Stage or Action	Response	Level
1	Teacher referral for suspected smoking to base	Base record Base search students Base inform parents (letter)	Base
2	2 referrals in half-term	Meeting with parent SMART referral Risk assessment (RA)	Base /DSL
3	4 referrals in term	Meeting with parent MARF + YOS Exploitation toolkit Sanction against RA violation.	Base /DSL

LANGUAGE

	Stage or Action	Response	Level
1	Student swears in frustration (not targeted)	Warning / reminder of expectation by teacher	Teacher
2	Student swears at another student / targeted derogatory language	On-call (stage 7) PLUS Isolation following day; RP led by SLT (repeated offence could lead to FTE at this point)	Base/DSL
3	Student swears at teacher	On-call (stage 7) PLUS Isolation following day; RP led by SLT (repeated offence could lead to FTE at this point)	Base/SLT

READY TO LEARN

	Stage or Action	Response
1	Student does not have a planner with them, or is not 'ready to learn' as shown via their lack of equipment or behaviour in tutor time	Student is placed in a break 1 detention on the day of the issue (up to 15 minutes with a member of the tutor team) Parents contacted by the tutor on the day of the issue to discuss the issue and work together to resolve it
2	Student does not turn up to the scheduled break 1 detention	Student is placed into a break 2 detention (up to 25 minutes with a member of the pastoral team)
3	Student does not turn up to the scheduled break 2 detention	Student is placed in an afterschool detention with a Senior member of staff. Parent will be informed by email or phone-call to alert them to this
4	Student does not turn up to the scheduled afterschool detention	Student is put in isolation (period 4 – until 4pm) Parent will be alerted by email or phone-call to this A meeting will be convened between parent and Yr Ld to resolve the issue, and future issues along these lines
5	Student does not turn up to the scheduled isolation	The isolation will be reset for another date SLT involvement if this becomes a persistent issue

ENERGY DRINKS AND UNIFORM

Energy Drinks	Stage or Action	Response
1	Student brings an energy drink into school and it is spotted by a member of staff	The Energy drink is confiscated by the member of staff, and is not returned
2	Refusal to hand over an energy drink by the student	Student is placed into an afterschool detention the following day by the member of staff concerned. Parents are informed of the detention via email or phone. Incident recorded on SIMS, with comment
3	Student does not turn up to the scheduled afterschool detention	Student is put in isolation (period 4 – until 4pm) Parent will be alerted by email or phone-call to this. A meeting will be convened between parent and Yr Ld to resolve the issue, and future issues along these lines
Uniform	Stage or Action	Response
Inappropriate footwear	Student is sent to the Year Leader (via the form tutor) and is asked to change into plimsolls provided by the school	The student changes into the plimsolls provided and inappropriate footwear is confiscated However Failure to comply results in an break 1 detention being issued and parents contacted to resolve the issue Failure to attend the break 1 detention, results in a break 2 detention being set.

		<p>Failure to attend the break 2 detention results in an afterschool detention being issued. Parents are informed</p> <p>Failure to attend the afterschool detention results in an isolation. Parents invited in to resolve the issue</p>
Hoody	The hoody is confiscated by the form tutor	<p>The student hands over the hoody (which can be collected at the end of the day)</p> <p>However</p> <p>Failure to comply results in a break 1 detention being issued and parents contacted to resolve the issue</p> <p>Failure to attend the break 1 detention, results in a break 2 detention being set.</p> <p>Failure to attend the break 2 detention results in an afterschool detention being issued. Parents are informed</p> <p>Failure to attend the afterschool detention results in an isolation. Parents invited in to resolve the issue</p>
Inappropriate skirt or trousers	The tutor identifies the inappropriate skirt or trousers via a uniform inspection. They are sent to their Year Leader by their form tutor	<p>The student is taken to the uniform kit shop and given appropriate alternatives to change into</p> <p>However</p> <p>Failure to comply results in a break 1 detention being issued and parents contacted to resolve the issue</p> <p>Failure to attend the break 1 detention, results in a break 2 detention being set.</p>

		<p>Failure to attend the break 2 detention results in an afterschool detention being issued. Parents are informed</p> <p>Failure to attend the afterschool detention results in an isolation. Parents invited in to resolve the issue</p>
No tie	The student is sent to the year leader for a loan tie by their form tutor	<p>The student changes into the tie provided</p> <p style="text-align: center;">However</p> <p>Failure to comply results in a break 1 detention being issued and parents contacted to resolve the issue</p> <p>Failure to attend the break 1 detention, results in a break 2 detention being set.</p> <p>Failure to attend the break 2 detention results in an afterschool detention being issued. Parents are informed</p> <p>Failure to attend the afterschool detention results in an isolation. Parents invited in to resolve the issue</p>
No blazer	The student does not bring their blazer into school. They are sent to their Year Leader by their form tutor	<p>The student changes into the spare blazer provided (if one is available), and a break 1 detention is issued</p> <p style="text-align: center;">However</p> <p>Failure to attend the break 1 detention, results in a break 2 detention being set</p>

		<p>Failure to attend the break 2 detention results in an afterschool detention being issued. Parents are informed</p> <p>Failure to attend the afterschool detention results in an isolation. Parents invited in to resolve the issue</p>
Multiple Uniform Issues	The student is identified as wearing 'non-school uniform'. This could be trainers, leggings, tracksuit bottoms, hoody, no shirt, tie or blazer	The student is taken out of circulation and parents contacted
Uniform infringements outside of tutor time	If an issue has not been picked up in tutor time, then a member will challenge the student to correct their uniform, when spotted	<p>Member of staff will challenge the student to correct their uniform</p> <p>The member of staff will contact the tutor regarding the issue. The tutor will then contact home to discuss the issue</p>

OUTSIDE LESSONS

	Stage or Action	Response	Level
1	Student fails to follow the reasonable instruction of an adult (e.g. 'get to lessons') consequent failure to attend – follow 'ready to learn' protocol	Student is placed in a break 1 detention on the day of the issue, or next day if issue occurred after break 1, (up to 15 minutes with a member of the tutor team) recorded on SIMS, with comment Parents contacted by the tutor on the day of the issue to discuss the issue and work together to resolve it	Teacher
2	Student behaviour puts self or others at risk	Student is placed in an afterschool detention, recorded on SIMS, with comment. Parent will be informed by email of phone-call to alert them to this	Base